

MOBILE COUNTY COMMISSION
205 Government Street 8TH Fl. South
Mobile, Alabama 36644

BID INVITATION

BID NO.101-22

MAY 2, 2022

In accordance with General Act No. 217, Special Session 1967, notice is hereby given that the Mobile County Commission, Mobile, Alabama, will receive bids on the following items:

ANNUAL JANITORIAL SERVICES BID FOR MOBILE COUNTY ANIMAL CONTROL AS PER ATTACHED SPECIFICATIONS:

NOTE: PRICES MUST REMAIN FIRM FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2024.

Any questions or comments concerning the bid requirements must be brought to the attention of Susan Holland, Purchasing Agent 251-574-8613, 205 Government St. 8th Fl. S., Mobile, Alabama 36644, to or at bid opening or will be forever waived.

All bidders shall furnish a five percent (5%) bid bond on any contract exceeding \$15,000: provided that bonding is available for services, equipment or materials. Bid bond will be accepted in the form of a certified check, cashier's check, postal money order, etc. Out of State Corporations shall furnish a Certificate of Authority to transact business in the State of Alabama. Out of State limited liability companies shall proof of registration to transact business in this state. Alabama law requires that a successful bidder, if it has employees in the State of Alabama, provide proof of enrollment in E-Verify prior to the award of a contract. (See enclosed notice which must be completed, signed and returned with your bid.)

If applicable to a contract resulting from this invitation, the successful bidder must comply with the Contractor Felony Investigation Policy, available in the Purchasing Department or at mobilecountyal.gov.

THE MOBILE COUNTY COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, AGE, SEX, NATIONAL ORIGIN, RELIGION, OR DISABILITIES.

F.O.B. Mobile DATE OF DELIVERY _____ TERMS _____ You are invited to bid on the above specifications. The restrictions contained herein are for the purpose of fixing a quality level, and any deviation therefrom must, in detail establish that it meets the quality requirements.

BIDS WILL BE RECEIVED UNTIL 10:00 A.M. MAY 25, 2022.

ALL BIDS MUST BE SEALED, THE WORD "BID", THE BID NUMBER AND THE NAME OF THE ITEM MARKED ON THE OUTSIDE OF THE ENVELOPE. BIDS WILL BE RECEIVED BY THE RECEPTIONIST IN THE OFFICE OF THE COUNTY COMMISSION ADMINISTRATOR, 205 GOVERNMENT STREET ON THE EIGHTH FLOOR OF THE MOBILE COUNTY GOVERNMENT PLAZA. FAILURE TO OBSERVE THE ABOVE INSTRUCTIONS WILL CONSTITUTE GROUNDS FOR REJECTION OF YOUR BID. THE COMMISSION RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

MOBILE COUNTY COMMISSION



GLENN L HODGE, COUNTY ADMINISTRATOR

We propose to meet the above specifications for the sum

Of \$ _____ INITIAL COST \$ _____ MONTHLY COST.
Delivery can be made in _____ days from receipt of award.

RESPECTFULLY

BY _____



IMPORTANT
THIS DOCUMENT MUST BE COMPLETED,
SIGNED AND RETURNED WITH YOUR BID

As a condition for the award of a competitively bid contract to a company having one or more employees in the State of Alabama, the Beason-Hammon Alabama Taxpayer Citizenship and Protection Act, codified at Section 31-31-1, et seq., Code of Alabama (1975), as amended, requires that the company provide, in advance, proof of enrollment in E-Verify. E-Verify is an internet based system operated by the U.S. Department of Homeland Security, which may be used to determine the eligibility of new hires to work in the United States. Further information about enrollment in E-Verify may be found at www.uscis.gov/everify and www.Verify.Alabama.gov.

As proof of enrollment in E-Verify, Mobile County requires a copy of the electronically signed signature page of the contractor's Memorandum of Understanding with the U.S. Department of Homeland Security or Alabama Department of Homeland Security (contractors having fewer than 25 employees may enroll in E-Verify through the state Department of Homeland Security).

Please complete the following and return with your bid:

_____ (company name) has no employees in the
State of Alabama

Or

_____ (company name) is enrolled in E-Verify and a
copy of the electronically signed signature page of the company's Memorandum of Understanding is
attached.

Date

Signature

Title

SAMPLE



Company ID Number: 477783

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer Mobile County Commission	
Connie Hudson	
Name (Please Type or Print)	Title
<i>Electronically Signed</i>	12/21/2011
Signature	Date
Department of Homeland Security – Verification Division	
USCIS Verification Division	
Name (Please Type or Print)	Title
<i>Electronically Signed</i>	12/21/2011
Signature	Date

Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name:	Mobile County Commission
Company Facility Address:	205 Government Street
	8th Floor South Tower
	Mobile, AL 36644
Company Alternate Address:	
County or Parish:	MOBILE
Employer Identification Number:	636001644

Date: _____
BID #101-22

ANNUAL JANITORIAL SERVICES FOR MOBILE COUNTY ANIMAL CONTROL:

Name of Company: _____

Company Representative _____
(Print)

Company Representative _____
(Signature)

Address _____

Phone Number () _____ Fax Number() _____

Federal ID Number _____

Email Address _____

Company Web Address _____

Please attach a current W-9.

JANITORIAL SPECIFICATIONS

1. Building maintenance services are to be performed Monday through Friday, except on County holidays. Work is to be performed as follows:

Mobile County Animal Shelter
7665 Howells Ferry Road

2. Square footage of this building:

TOTAL SQUARE FT. 10,556

3. Contractor will provide all cleaning equipment, cleaning supplies, labor and supervision necessary to perform services. Awarded Vendor must supply their own trash liners and all trash containers.
4. All expendable items, i.e., hand soaps, toilet tissue, paper towels, etc., will be furnished by the County of Mobile.
5. Contractor shall provide insurance coverage as set forth below and deliver to the County of Mobile certificates of insurance upon request:

A. Statutory Workmen's Compensation

B. Comprehensive Liability

(1) Bodily injury-limits of \$200,000 per person
and \$500,000 per occurrence.

(2) Property damage-limits of \$100,000.

C. Fidelity Bond of \$10,000.

D. Automobile Liability for owned, non-owned
and hired vehicles-limits of
\$250,000/\$500,000 bodily injury and
\$100,000 property damage or \$300,000
single limit aggregate.

6. Contractor will bill monthly for services rendered the preceding month.
7. No change orders will be authorized once contract has been awarded.

8. This is a two (2) year contract.
9. **Cancellation Procedure.** The vendor will be notified in writing of any problems pertaining to the performance of the janitorial specifications. This notification will be written by the person in charge of the location specified in the contract. A follow up letter will come from the Commission. If no satisfactory corrections are made by the vendor within two (2) weeks, the County of Mobile may upon notification by the department specified in the contract, cancel the contract immediately. If terminated, you will be removed from the bid list the following year. Cancellation procedures will be strictly enforced.

The vendor may cancel the contract by giving the Mobile County Commission no less than thirty (30) days (including Saturday, Sunday and official County of Mobile holidays) notice of intent to cancel the contract. The vendor must also forfeit fifty percent (50%) of the charge for janitorial service for his last complete month of service. In the event of cancellation by either party, proration of the janitorial charge will be based on a thirty (30) day month

10. Each building to be bid "as is".
11. The successful bidder hereby agrees, by accepting this contract, to indemnify and save harmless the Mobile County Commission, from liability, damage, claims, suits or actions of every name and description and any expenses incurred in connection herewith for or on account of any injuries or damages to persons or property arising out of, resulting from or in connection with any act or omission of Service, its officers, agents, servants or employees, arising from or growing out of Service's operations under this agreement. Service shall further be liable to the County for any damage to property of the County arising from acts or omissions on the part of Service, its officers, agents, servants or employees.
12. Janitorial Service employees are required to wear a uniform or some type garment that will identify employees working for the company while on the premises.
13. Awarded vendor must have a local office and contact.
14. A mandatory pre-bid conference will be held on Tuesday May 17, 2022 at 10:00 a.m at 7665 Howells Ferry Road. For questions please contact: Andrew Stubbs 251-574-3860

FOR EMERGENCY CONTACT ANDREW STUBBS 251-574-3860

REGULAR SERVICES TO BE PERFORMED:

FREQUENCY OF SERVICES

GENERAL PRIVATE OFFICES, LOBBY,
LOUNGE, COURTROOMS, ETC.

DAILY OTHER

- | | |
|---|---|
| 1. Empty wastebaskets | X |
| 2. Transport trash to designated area.
Trash must be placed in proper
Container bags and secured so loose
Material will not spill out. | X |
| 3. Dust all furniture including desks,
Chairs and table. | X |
| 4. Client papers on desks, tables,
Cabinets etc. are not to be disturbed. | X |
| 5. Dust all exposed filing cabinets,
Bookcases and shelves. | X |
| 6. Dust all telephones | X |
| 7. Clean and sanitize telephones | X |
| 8. Clean and sanitize drinking fountains | X |
| 9. Low dust all horizontal surfaces to
Hand height (70") including sills,
Ledges, moldings, picture frames,
shelves, etc. | X |
| 10. High dust above hand height all horizontal
Surfaces, including shelves, molding,
Ledges. | X |
| 11. Spot clean desk tops | X |
| 12. Clean counter tops | X |
| 13. Spot clean lobby glass including front
Doors. | X |
| 14. Clean entire lobby interior glass | X |
| 15. Remove finger prints from doors, frames,
Light switch, kick and push plates,
Handles, railings | X |

	FREQUENCY OF SERVICES	
	DAILY	OTHER
16. Dust venetian blinds	X	
17. Remove dust and cobwebs from Ceiling areas, diffuser outlets	X	
18. Sweep/vacuum and dust stairways	X	
19. Empty and damp clean ash trays	X	
20. Dust and clean elevators	X	
21. Damp clean black boards if requested		WEEKLY
22. Hand dust wood paneling	X	
22. Breakdown chairs and tables, place in Storage racks and place in storage		AS NEEDED
23. Office doors are to be closed after Cleaning or when meetings are being Held in the auditorium.	X	

WASHROOMS

1. Clean, sanitize and polish all Vitreous fixtures including toilet Bowls, urinals and hand basins.	X
2. Clean and sanitize all flush rings, Drain and over flow outlets	X
3. Clean and polish all chrome fittings	X
4. Clean and sanitize toilet seats	X
5. Clean and polish all glass and mirrors	X
6. Empty all containers and disposals, Insert liners as required	X
7. Wash and sanitize exterior of all Containers	X
8. Empty and sanitize interior of sanitary Containers	X

- | | |
|--|---|
| 9. Dust metal partitions | X |
| 10. Spot clean metal partitions | X |
| 11. Wash and sanitize metal partitions | X |
| 12. Remove spots, stains, splashes from
Wall area adjacent to hand basins | X |
| 13. Remove fingerprints from doors, frames,
Light switches, kick and push plates,
Handles, etc. | X |
| 14. Refill all dispensers to normal limits,
Napkins, soap, tissue, towel, liner, etc. | X |
| 15. Scrub the ceramic wall and floor tiles
And grouted areas with sanitizer followed
By a rinse process. | X |

FLOORS

FREQUENCY OF SERVICES

ALL TILED

DAILY

OTHER

All Tiled: The same mop cannot be used to clean all tiled areas of the facility for disease control purposes: Mop 1-Restrooms, Mop-2 Hallways, Medical Room, Mop-3 Breakroom, Administration

- | | |
|--|---|
| 1. Mop with sanitizer, followed by a rinse | X |
| 2. Sanitize restrooms | X |

ALL CARPETED AREAS

- | | |
|----------------|---|
| 1. Vacuum rugs | X |
|----------------|---|

FURNITURE

- | | |
|--------------|---|
| A. Fabric | X |
| 1. Vacuum | |
| B. Plastic | X |
| 1. Damp Wipe | |

FREQUENCY OF SERVICES

DAILY

OTHER

ALL BREAKROOMS

- | | |
|--|---|
| 1. Wash and sanitize table tops, damp
Clean seats and backs of chairs | X |
|--|---|

2. Empty all trash receptacles and
sanitize interior & exterior X

3. Wash and sanitize exterior and
interior of all appliances. X

HALLWAY WALLS

1. Wipe down the brick walls with
Sanitizer up to 8 feet off the
Ground. X

GENERAL

1. Leave "At Your Service" notice on
Any observed irregularities X

2. Turn off all lights except those to
Be left on. Close windows and lock all
Doors. X

3. Report evacuation of building to
Security Organization X

4. Customer service visit WEEKLY

5. Formal customer review BI-MONTHLY

FREQUENCY OF SERVICES

DAILY

OTHER

INTERIOR

1. Wash all windows, including foyer
Where applicable. X

EXTERIOR

1. Sweep sidewalks in front of facility X

2. Wet mop/hose off steps X

3. Wash foyer exterior glass X

NOTE: In addition to the regular services outlined, there shall be an initial overall cleaning to consist of the following:

ADVANCED NOTICE MUST BE GIVEN TO THE DEPARTMENT:

1. Strip, clean, refinish and machine polish all tiled areas.
2. Machine shampoo all carpet areas.
3. Remove spots, stains, marks and soil on all doors and walls in the foyer, lobby and hallways.
4. Clean glass doors at entrance foyers and all interior and exterior glass doors.